

PARISH POSITION DESCRIPTION
SECRETARY
32 HRS A WEEK
ST. FRANCES XAVIER CABRINI

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Roman Catholic Community of St. Frances Xavier Cabrini is a family of Christian believers filled with faith and hope, striving to bring God's love to all people through Word and Action.

POSITION SUMMARY

Provides secretarial and clerical support for the parish office operations

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist as receptionist throughout the day
- Meets and greets all who enter the office and refers them to the appropriate staff member
- Assists priest with all secretarial requests and staff as needed in the office
- Answers phones and directs calls to the correct person.
- Receives and distributes daily mail.
- Receives, records and posts "weekly receipts" and stores in the safe.
- Records all Mass intentions in the daily Mass record calendar
- Processes the prayers of the faithful, money bags and announcements for our Sunday Masses on a weekly basis
- Maintain parish website and social media
- Issue duplicate sacramental certificate
- Distribute faxes
- Create flyers or signs as needed in the office
- Obtains updates for pulpit announcements on a weekly basis
- Inventory, order and buy parish and office supplies
- Train, troubleshoot and call for service on office machines.
- Processes meeting minutes for our staff meetings
- Assists office manager with office volunteers as needed
- Assists office manager in other tasks as needed
- Processes bulletin on a weekly basis
- Receives anointing calls and forwards calls to available priest
- Assists with any outside shopping if needed
- Creates letters for registered parishioners (Sacramental Sponsor and other required documentation)
- Sends/Creates e-mails for priest and sending mail as requested
- Contacts/Schedules future appointments for priest and deacons
- Contacts parishes to schedule priests for Penance and Anointing Services
- Assists in other clerical duties as assigned

QUALIFICATION GUIDELINES

Completion of High School Degree. Requires a minimum of two years office experience in secretarial and customer service responsibilities. Must be multi-tasked and have the ability to interact in a professional and pastoral manner. Excellent organizational skills required. Must have the ability to interact professionally with all employees and people coming into the office. Must have the ability to work in a multi-cultural environment. Bilingual in English and Spanish desired. Must be computer literate and knowledge of Word, Excel, Publisher and Power Point.

PHYSICAL REQUIREMENTS

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel.

Interested candidates, please forward resume to:

St. Frances Xavier Cabrini

Attn: Rev. Santos Ortega

12687 California St

Yucaipa, CA 92399

Email: sortega@sbdioocese.org or fax to: (909)790-5803

The Diocese of San Bernardino is an Equal Opportunity Employer.